

PUBLIC WORKS SPECIALIST

DEFINITION

To perform a wide variety of routine administrative and technical support of specific functions within the Public Works Operations Department; to monitor, verify, report and compile information on various departmental activities; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Public Work Specialist series and has the ability to perform the full range of duties assigned with only occasional instruction or assistance as unique situations arise. This class is distinguished from the Senior Public Works Specialist in that the latter performs advanced journey level work in the Chula Vista Transit Department and/or provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Perform routine assignments in the compilation, verification and review of data collection via various software applications.

Gather and analyze data for evaluation of service levels and resources.

Verify and monitor data input by field personnel from the Work Management System (WMS); prepare training manuals and conduct hands on training; provide technical assistance as needed to field staff on data input procedures and software applications.

Input and research data or read blueprints and plans to create or maintain Geographic Information System (GIS) layers.

Provide and prepare information, staff reports and other correspondence as related to area of assignments; generate reports from various databases.

Assist in tracking and processing reimbursements.

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Respond to requests for documentation related to assignments; explain and interpret related policies and procedures to internal or external customers.

Assist professional staff in performing and conducting studies, special projects, and administrative and technical functions; prepare draft reports and technical documents.

Establish and maintain filing and reporting systems as necessary using a computer; provide relevant information to relevant parties; prepare and compile routine correspondence and reports.

Assist in compiling and developing information for special studies and reports from a variety of resources; assist with various special projects, including coordination, research and development of related systems.

Respond to questions or complaints from the public.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic principles and practices of mathematics and simple statistics;

Principles and practices of data collection and reporting procedures.

Research methods and techniques.

Computer software, including word processing, database, spreadsheet and accounting applications.

English usage, spelling, punctuation and grammar; and arithmetic, basic mathematical calculations and statistics and statistical methods.

Modern office procedures, methods and computer equipment.

Ability to:

On a continuous basis, know and understand all aspects of the job; intermittently review work papers, reports and special projects; identify and interpret technical and numerical information; explain systems and procedures to staff and others.

Collect, compile, analyze and present a variety of data in a meaningful way.

Develop and implement various data collection and reporting systems.

Understand and interpret routine policies, procedures and regulations.

Analyze situations quickly and objectively to determine proper course of action.

Use a personal computer and office equipment necessary for successful job performance.

Type at a speed necessary for successful job performance.

Use initiative and sound independent judgment within established guidelines.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible administrative clerical or technical experience.

Training:

Equivalent to completion of the twelfth grade supplemented by college course in business, public administration or a related field.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning files; perform simple grasping

and fine manipulation; use telephone and use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on computer screen; and lift light weight.

WORKING ENVIRONMENT

Work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices, meeting, or performing field inspections. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

4/03